

IN THE UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF IOWA

JUN 10 2004

By: D. Ratay  
DEPUTY

No. 04-AO-000 3-P

IN RE

**AUTOMATIC SANCTIONS FOR  
FAILURE TO FILE DOCUMENTS  
ELECTRONICALLY**

**ADMINISTRATIVE ORDER**

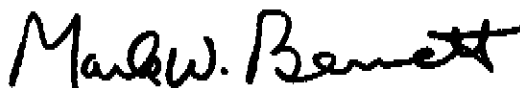
In accordance with Local Rules 5.1(d) and 5.3; Local Criminal Rule 55.2; and the district's Electronic Case Filing system Procedures Manual (Administrative Order 04-AO-0001-P, "Procedures for Electronically Serving, Filing, Imaging and Accessing Documents in the United States District Court for the Northern District of Iowa"), with few exceptions, every document submitted to the Clerk of Court for filing in a civil or criminal case pending in the district is required to be filed electronically using the district's Electronic Case Filing (ECF) system. Despite this requirement, some attorneys continue to submit paper documents for filing that are required by the rules or the Procedures Manual to be filed electronically.

**THEREFORE, IT IS HEREBY ORDERED**, beginning October 1, 2004, the Clerk of Court is authorized, without further order of this court, to enter orders requiring attorneys to pay sanctions of \$25.00 for **each document** submitted to the Clerk for filing in paper form when the filing of the document other than electronically either is not authorized by one of the exceptions to electronic filing in the rules or Procedures Manual, or has not been authorized by the Clerk or by a previously-entered order of the court.

The Clerk of Court is directed to place a copy of this order in the Public Administrative Orders binder. The Clerk also is directed to do the following: (1) mail or deliver a copy of this order immediately to all attorneys who, from and after the date of this order, improperly submit documents to the Clerk for filing other than electronically;

(2) mail or deliver, by July 1, 2004, a copy of this order to all attorneys who are admitted to practice before this court, either as members of the bar of the district or *pro hac vice* in a pending case, who are not registered in the district's ECF system; and (3) provide a copy of this order to all attorneys newly admitted to practice before this court, either as a member of the bar or *pro hac vice*, on or after the date of this order.

DONE AND ORDERED this <sup>4<sup>th</sup></sup> 10 day of June, 2004.



Mark W. Bennett, Chief U.S. District Judge  
UNITED STATES DISTRICT COURT



Linda R. Reade, U.S. District Judge  
UNITED STATES DISTRICT COURT